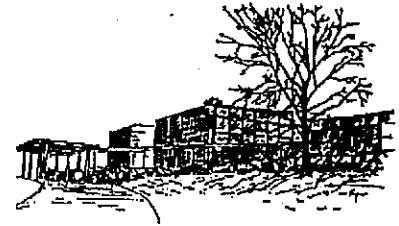


**GREENWICH PUBLIC SCHOOLS
WESTERN MIDDLE SCHOOL**

1 Western Jr. Highway
Greenwich, CT 06830
Tel. (203) 531-5700 Fax 531-5220

Mr. GORDON BEINSTEIN
Principal
Ms. SUZANNE COYNE
Assistant Principal
Mr. KERRY GAVIN
Assistant Principal



August 9, 2019

Dear Parents,

We hope that you are having a good summer. I am writing to advise you of the procedures that must be followed in order to purchase a bus pass for your child for the 2019-2020 school year. Students who live within established walking distances are not eligible to ride the bus. However, these students, on a space available basis, upon payment of a fee and with the provision that there be no change in bus routes or stops, may receive transportation to and from Western Middle School.

We strongly recommend that you make alternative transportation arrangements for your child prior to the opening of school. Due to an increase in our enrollment, we may not be able to accommodate every family interested in obtaining a courtesy bus pass.

Students **not** eligible to ride the bus **may** be able to purchase a bus pass from our office staff on a **first-come, first-serve** basis beginning on Tuesday, September 10. The number of courtesy passes available will be based on the actual ridership of each bus on each route. The following conditions must be met in order to be eligible for this service:

- There must be sufficient room on that bus route.
- The form on the following page of this letter must be completed and returned with a check for \$230 made payable to the Town of Greenwich.
- You must present the application and the check to our office staff; we will not accept applications sent through the mail or from your child.
- There are no late buses on Wednesdays; therefore, if a bus is full, paid bus pass holders may not be accommodated.
- Bus privileges may be revoked and a pro-rated portion of the fee refunded if additional students who are eligible for free transportation move into the district.
- The fee for a courtesy bus pass will be waived for families eligible for the Free and Reduced Lunch program.

We hope that this information is helpful to you in planning to meet your child's transportation needs for the upcoming school year. If you have any questions or concerns regarding the content of this letter, please do not hesitate to contact me. Additional information is also available in the school system's Transportation Procedure (E-051.4) which can be found on the website www.greenwickschools.org. A new on-line system for reporting school bus issues is also available on the website.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gordon Beinstein".

Mr. Gordon Beinstein
Principal

**GREENWICH PUBLIC SCHOOLS
REQUEST FOR COURTESY BUS TRANSPORTATION**

Name of Student: _____

Address: _____

Telephone: _____

Name of School: _____ Grade: _____

A.M. Bus # _____ A.M. Bus Stop: _____

P.M. Bus # _____ P.M. Bus Stop: _____

Date: _____ Parent's Signature: _____

Checks payable to Town of Greenwich in the amount of \$230.00

Return to school office beginning Tuesday September 10, 2019